



## NZWR MANAGEMENT POSITIONS 2003-2004

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*14 January 2003*

New Zealand Wheelchair Rugby wishes to thank you for your interest in applying for one of the advertised management positions for the 2003-2004 programme.

New Zealand Wheelchair Rugby is looking for suitably qualified individuals with a variety of skills. Knowledge of wheelchair rugby along with all required qualifications, although not essential, is preferred. We are looking for the best person for each position.

All reasonable expenses incurred when involved in approved team and organisational activities will be reimbursed. This includes documented phone calls, travel and accommodation expenses.

Applicants should send a letter of application, including a CV to be received **no later than 31<sup>st</sup> January 2003** to:

Tim Johnson  
New Zealand Wheelchair Rugby  
13/7 Cecil Place  
Waltham  
CHRISTCHURCH 8002  
Tel. (03) 3660431  
Email. [tcj14@ext.canterbury.ac.nz](mailto:tcj14@ext.canterbury.ac.nz)

Successful Applicants will be informed no later than the 14<sup>th</sup> February 2003. Job descriptions are given on the following pages.

Once again thank you for your interest.

Tim Johnson  
President  
NZWR



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## WHEEL BLACKS ASSISTANT COACH

### JOB DESCRIPTION

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**Responsible to:** Head Coach

**Responsible for:**

The Assistant Coach is a member of the Coaching Staff and is responsible for and to assist the Head Coach in NZ Wheelchair Rugby Development programme for 2003 – 2004. A review will be given after Oceania Zonal Qualifying 2003.

**Duties and Tasks:**

- ❖ Assisting and formatting and collection of game statistics of NZ Wheel Blacks at practice and competitions – video / hard copy
- ❖ Researching opposition strengths and weaknesses and providing profiles of players the players
- ❖ Assisting in the formatting of the Game plan for NZ and preparing the players for the competition
- ❖ Providing information on the newest technology and research for equipment
- ❖ Assist in the administration of the development players not selected in the Development squad of players
- ❖ To work with identified Athletes as directed by the Head Coach
- ❖ Other duties as directed by Head Coach

**Qualifications and Experience**

Experience and knowledge of Wheelchair Rugby at High Performance level  
Competent as a presenter / Facilitator to work with Athletes  
Understands group / team process and understands how to communicate effectively  
Leadership qualities and finds opportunities to add value to the TEAM  
Has a strong self-concept , the ability to accept responsibility for dealing with problems  
Coaching qualifications

**Outcomes to achieve as a Support Staff**

Plan and work in a logical and systematic in approach to carry out the required duties  
Provide accountability to the Actions.

As a member of the Coaching Staff the Assistant Coach is accountable to the Head Coach , the position will be a non travelling role, but to be on call as and when required. The Assistant Coach must communicate all actions through the Head Coach with full evaluation of the actions to measure effectiveness and ensure positive relationships and channels are maintained within the Management Team.



## NZWR DEVELOPMENT OFFICER

### JOB DESCRIPTION

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1. To work together with the other NZWR Development Officer to further develop wheelchair rugby throughout New Zealand.
2. To create a development plan for the 2003 year.
3. To manage and implement the development plan.
4. To work closely with all regional wheelchair rugby associations, Regional Sports Trusts and New Zealand Rugby Unions in order to further develop the sport of wheelchair rugby.
5. To establish a standard format for the introduction of wheelchair rugby to developing regions.
6. To identify spare wheelchair rugby chairs in New Zealand and facilitate their distribution to regions in need of equipment.
7. To assist regional wheelchair rugby associations with the identification of and application for funding through local authorities sports trust and Pub Charities.
8. To prepare a recommended budget in order to satisfactorily implement the above roles.
9. To provide the NZWR Committee with a written report to be submitted at the NZWR Annual General Meeting.



New Zealand Wheelchair Rugby

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## NZWR HEAD COACH

### JOB DESCRIPTION

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1. To carry out the New Zealand Wheelchair Rugby Committee's selection policy in accordance with the aims and objectives of the next two year plan using events in the national programme to view players. The Coach has the discretionary power to include players as he/she sees fit.
2. To liaise with the co-selectors as to the composition of players required for the NZWR National team and inform the NZWR committee as to the final selection.
3. To carry out the policy and directives as set down by the NZWR Committee including representing NZWR in an official capacity at various meetings and functions which may require public speaking, lecturing and general communication with the public and officials of other organisations. To deal with the media in a responsible and thoughtful way that will not tarnish the image of wheelchair rugby. The Coach will furnish the NZWR Committee with reports of events and functions attended.
4. To dress appropriately and in a style that recognises and enhances NZWR's professional image where appropriate.
5. The Coach will attend (unless suitable explanation for non-attendance is given to the NZWR Committee within a reasonable time) and take an active role in elite camps, training sessions and development of new players established in consultation with the Project Manager. The Coach will take charge of all training sessions including planning and programming of these sessions.
6. To promote and foster the NZWR technical, training and development programmes and to contribute and participate in such programs as and where required.
7. To liaise with the NZWR Committee to ensure up to date technical and coaching information is made available to the New Zealand team.
8. To devise, plan and implement a complete team preparation and training program. Such programs shall include any training sessions, training camps, practice matches and any activities involving the team's physical and mental preparation as agreed by the NZWR Committee. To prepare and present a budget to the NZWR Committee within a reasonable time frame indicating the resources required to carry out such a programme.



**New Zealand Wheelchair Rugby**

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9. Prepare individual player profiles outlining the strengths and weaknesses of each player. This profile is to act as a guide in assessing player improvement. To devise individual fitness and training programmes to ensure players know the standard that is expected of them. These programs are to be monitored regularly using services provided by the New Zealand Academy of Sport.
10. Maintain regular contact with national players and the NZWR Committee. Provide written reports on team performance, team progress, player profiles, clinics, camps and match results to the NZWR Committee on the 1<sup>st</sup> of every even month.
11. To liaise regularly with the team manager on matters of team organisation, administration and where appropriate selection. The Coach shall be the convenor of selectors and have the final say in selection of a team. The Coach shall also make recommendations on the support personal required when undertaking tours, internally or overseas.
12. Delegate where appropriate to team manager or other nominated person, responsibilities regarding team training and/or individual fitness programs.
13. The Coach will undergo regular assessments of his/her Coaching ability. An assessment to provide an initial standard will be undertaken at the first convenient clinic or tournament by an independent and competent person familiar and skilled in the requirements of a coach and appointed by the NZWR Committee. There will be two such assessments during a calendar year primarily to assist with the Coach's development but also to indicate to the NZWR Committee the ability and suitability of the Coach.
14. The term of the Coach shall be up to and including the 2004 Athens Paralympics with a review after the 2003 Oceania Qualifying. The NZWR Committee has the right to terminate the contract if performances of the team suggest a failure to deliver acceptable results.



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## NZWR NATIONAL COMPETITIONS CO-ORDINATOR

### JOB DESCRIPTION

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1. The National Competitions Co-ordinator is primarily responsible for the logistical execution of all NZWR sanctioned events in the year 2003. This includes the WRC and National Championships.
2. Update existing NZWR sanctioned event document identifying all relevant aspects of event management, including criteria for NZWR sanctioned events.
3. Liase with local tournament organisers and relevant regional wheelchair rugby associations to ensure timely bookings of appropriate venues for competition and accommodation and notification of all required officials and operation staff.
4. Plan and execute event-marketing programmes including advertising, promotions and local sponsorship.
5. Maintain effective means of communication with all relevant individuals and organisations.
6. Work closely with all relevant regional wheelchair rugby association.
7. Select a protest panel for each event.
8. Provide the NZWR Committee with a written report at the conclusion of each event.



## NZWR OFFICIALS COORDINATOR

### JOB DESCRIPTION

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1. To manage and implement the existing NZWR plan for officials during the 2003 year.
2. To recruit, train and develop existing and potential officials.
3. To co-ordinate the running of officials workshops throughout the year.
4. To establish and implement an officials certification programme and identify events where certification may take place.
5. To appoint the Head Referee for each NZWR sanctioned event.
6. To establish suitable international opportunities for New Zealand officials and to nominate candidates at a suitable skill level for these events.
7. To liaise with the IWRF Oceania Technical Commissioner.
8. To prepare a recommended budget in order to satisfactorily implement the above roles.
9. To provide the NZWR Committee with a written report to be submitted at the NZWR Annual General Meeting.



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## NZWR PROJECT MANAGER

### JOB DESCRIPTION

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1. The project in question is for qualification to the 2004 Athens Paralympics through participation and a first placing at the IWRF Oceania Zonal Championships 2003. A review will be given after Oceania Zonal Championships. This may include any other international competition where the Wheel Blacks compete in order to achieve this goal.
2. The project Manager is responsible to the NZWR Committee for the overall running of the project.
3. Provide a written report, detailing the progress, recommended strategies and an up to date budget to the NZWR Committee on the following dates: 1<sup>st</sup> March 2003, 1<sup>st</sup> July 2003 and no later than 3 weeks after the IWRF Oceania Zonal Championships 2003.
4. Development an overall Project Plan, including total estimated budget.
5. Co-ordinate pre-selection naming days and testing and the development of pre-selection forms.
6. Amend existing job descriptions for Manager and Staff and assist with the selection of these positions through appropriate advertising and assessment.
7. Ensuring that the budget and outcomes of the Project Plan are being achieved.
8. Assisting the Manager to carry out their duties.
9. To change the Project Plan where required due to new developments while keeping in mind the proposed budget.
10. To have overall control of NZWR Project Plan with regard to player, staff and events.
11. The position will be non travelling however attendance at some events may be requested.



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## WHEEL BLACKS TEAM MANAGER

### JOB DESCRIPTION

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#### **Term of appointment:**

The term of appointment is for qualification and Wheel Black attendance at the 2004 Athens Paralympics through participation and a first placing at the IWRF Oceania Zonal Championships 2003. A review will be given after Oceania Zonal Championships. The position is not guaranteed involvement in the Paralympics 2004 however the possibility of inclusion does exist.

**Responsible to:** Head Coach

#### **Responsible for:**

- ❖ The Team Manger is responsible for the management and administration of Wheel Blacks' camps/competitions, logistics and public relations of the Wheel Blacks.
- ❖ As part of the Wheel Blacks Management Team (WBMT) the Team Manager is required to play a full part in the development and implementation of the Wheel Blacks Business Plan and provide accountability to New Zealand Wheelchair Rugby (NZWR) and the Project Manager as planned.

#### **Duties and Tasks:**

- ❖ Communicate with all staff and players on any pre tournament / camp matters or requirements.
- ❖ Assist in the management of player financial contribution to Wheel Blacks programme.
- ❖ Provide full accountability for all actions and transactions as required to the WBMT and Project Manager.
- ❖ Manage / administer all logistics and resources required for competitions and camps.
- ❖ Assist in the development and administration of team policies and management procedures.
- ❖ Develop meeting schedule with WBMT providing agenda and minutes of meetings.
- ❖ Act as Community and Media Liaison contact for the Wheel Blacks.
- ❖ Assist on court duties and tasks as required.
- ❖ Act as the Chairperson of WBMT for all discipline matters.

#### **Expenses:**

All reasonable expenses incurred when the Team Manager is involved with approved team activities will be reimbursed. This includes documented phone calls, travel and accommodation